



This could
be you!



The Arizona Department of Transportation (ADOT) is a multi-modal transportation agency in one of the fastest growing areas of the country, responsible for planning, building and operating a complex highway system in addition to building and maintaining bridges and the Grand Canyon Airport. A major component of the organization is the Motor Vehicle Division which provides title, registration and driver license services to the general public throughout the state of Arizona. ADOT also publishes the award-winning Arizona Highways magazine. It takes many different kinds of people to keep transportation moving! ADOT values its employees, challenges them to continuously improve the way we do business, to meet and exceed the needs of our customers, and to carry out their duties in an ethical manner.

FISCAL SERVICES SPECIALIST III

SALARY: \$14.19 Per Hour

WORK LOCATION: 1801 W. Jefferson, Phoenix, AZ

Job Description: This position will plan, direct, supervise, and review the activities of the Receipts Accounting Refund Unit to ensure that refunds are processed accurately, on time, and in accordance with State statutes, policies, and rules; train and monitor subordinates.

- Resolve complex problems relating to refunds; assist subordinates and various internal/external customers with questions on refunds, work methods and policies/procedures; assist taxpayers with complex problems; confer with management on problem resolution.
- Receive, examine, analyze, research, verify, and approve fiscal transactions for correct coding and completeness; balance, adjust, reconcile, and analyze complex fiscal transactions concerning MVD refunds. Will prepare and submit reports to management regarding Refund Unit financial data gathered from mainframe systems, databases, spreadsheets, and files.
- Processes voided warrants and cross-trains in a variety of accounting activities using manual and/or automated systems within the Receipts Accounting Unit.

Knowledge, Skills, and Abilities:

In order to view the Knowledge, Skills and Abilities required to qualify for this position and to apply on-line, please go to www.azstatejobs.gov search for jobs using key word ADOT and scroll to find job title **Fiscal Services Specialist III, #46898**. Click on the job to see a complete description and then click on the "Apply" button. Should you need additional information please email MGuerra@azdot.gov or call 602-712-6206

Arizona State Government is an AA/EOE/ADA Reasonable Accommodation Employer. All newly hired employees are subject to the E-Verify Employment Eligibility Verification Program.

The State of Arizona provides an excellent comprehensive benefits package, including a top-ranked retirement plan, low-cost health coverage, supplemental policies such as dental, vision and short-term disability. A generous leave program is offered which includes 12-21 days vacation (based upon years of service), 10 paid holidays and 12 days of sick leave. Our work environment offers multiple training opportunities and encourages career development.

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**The State of Arizona is an
Equal Opportunity Employer.**